

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 1622

Page 1 of 2

Agency

Division/Unit

Department of Public Safety  
and Correctional Services

Division of Pretrial  
Detention and Services

Item  
No.

Description

Retention

*Supersedes 1222*

PRETRIAL RELEASE SERVICES

1. PRETRIAL RELEASE SERVICES "BAILED OUT"  
(NOT UNDER PRETRIAL SUPERVISION) CASE FILES

A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:

- A. Baltimore City Detention Center Face Sheet
- B. Assessment Forms (When necessary)
- C. Data Checklist
- D. Statement of Charges
- E. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.)
- F. Bail Recommendation Form
- G. Case Record Sheet (Investigative Notes)

PRETRIAL RELEASE SERVICES "MONITORING UNIT"  
(ONCE-A-WEEK SUPERVISED VIA TELEPHONE CALL  
OR IN PERSON; AND/OR DIVERSION (FIRST TIME)

A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:

- A. Statement of Charges
- B. Bail Recommendation Form
- C. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.)
- D. Case record sheet (Investigative Notes)
- E. Recognizance Form
- F. Call-in Record Sheet
- G. Diversion Contract
- H. Assessment Form
- I. Urinalysis Test Result Printouts

Retain at Hdqrs. for six (6) months, then send to State Records Center for five (5) years, then destroy.

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date May 31, 1994

Signature *Paul E. Brown*

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 7/11/94

Signature *Edward J. ...*

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1622

Page 2 of 2

Agency  
Department of Public Safety  
and Correctional Services

Division/Unit  
Division of Pretrial  
Detention and Services

Item No.	Description	Retention
	<p><u>PRETRIAL RELEASE SERVICES "CONDITIONAL RELEASE" (INTENSIVE SUPERVISION; DRUG; ALCOHOL; DWI, ETC.) CASE FILES</u></p> <p>A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:</p> <ul style="list-style-type: none"> <li>A. Statement of charges</li> <li>B. Bail Recommendation form</li> <li>C. Record Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.)</li> <li>D. Case record sheet (Investigative Notes)</li> <li>E. Recognizance Order</li> <li>F. Call-in Record Sheet</li> <li>G. Assessment forms</li> <li>H. Treatment Facility Progress Report</li> <li>I. Rescinding Order</li> <li>J. Performance letter to court on date of trial</li> <li>K. Urinalysis test result printouts</li> </ul>	
2.	<p><u>REPORT FILES</u></p> <p>Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annually or annual basis by fiscal and calendar years.</p>	Retain in Hdqrs. for three (3) calendar years, then destroy.
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>3</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  PRETRIAL RELEASE SERVICES				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Pretrial Release Services "Bailed Out" (Not Under Pretrial Supervision) Case Files          Pretrial Release Services "Monitoring Unit" (Once-a-week Supervised Via Telephone Call or in Person; and/or Diversion) (First Time)          Pretrial Release Services "Conditional Release" (Intensive Supervision; Drugs; Alcohol; DWI, etc.) Case Files</p>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>10</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5 1/2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Pretrial Release Services Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input checked="" type="checkbox"/> Yes <u>Federal Privacy &amp; Security Act</u>		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain at Hdqtrs. for six (6) months, then send to State Records Center for five (5) years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> <u>Richard A. Bradley</u> Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  May 31, 1994	

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<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>5</u> Number	
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<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Pretrial Release Services Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
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<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  May 31, 1994	

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<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  May 31, 1994	